

Strategic Building Solutions, LLC

To: Members of School Building Committee

From: Jon Winikur and Ken Romeo

Date: February 16, 2009

Subject: Building Committee Meeting of February 11, 2009

Summary of Meeting Discussions

Next Meeting: 4th of March at 7:00 pm in the TBD

Meeting Participants (*indicates those not in attendance):

- Henry V. Boezi
- Cheryl Botwick*
- Sue Cienki
- Maryanne Crawford*
- Ed Frenette
- Michael Gagne
- Jay Gowell
- Jean Ann Guliano
- Mary Jane Jansen
- Jeannine Nota*
- Steve Lusi
- Alexis Meyer
- Charlie Meyers
- Wayne Pimental
- Michael Podraza*
- Gregg Rosen*

- **Ken Romeo**
 - **William Sequino***
 - **Jeff Stevens**
 - **Robert Wilmarth***
 - **Mary Ellen Winters**
 - **Jon Winikur**
 - **Wilbur Yoder***
 - **Michael Zajac**
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On the evening of Wednesday February 11 the Building Committee (BC) gathered to review and discuss several major issues, most notable of which were the Fields Project update, Charge and Fiscal Management of the BC for the projects, current design review for the Middle and High School projects.

Major discussion points related to the categories previously mentioned can be summarized as follows:

Fields Project Update

- **Charlie Meyers provided a summary of the current status. Erosion control measures are in place and clearing has commenced by the contractor, Fleet.**
- **Mr. Meyers indicated that the DEM has notified the schools that some of the areas being disturbed by the construction activities will require the permitting for**

wetlands through the

‘Insignificant Permit’ process. Earlier discussions during design with Caito and the Town

had indicated that this process was not necessary.

- Caito has sent Fleet a notice not to disturb the wetland areas in discussion with the DEM.
- Discussions with DEM are being held related to further permitting actions that may be needed.
- A request was made to post the construction drawings on the school’s web site for general viewing by residents.

Charge and Fiscal Management

- The revised Charge and Fiscal Management policy document that will set the parameters for oversight and administration of the projects is being reviewed by the School Committee and their legal representation.
- Jean Ann Guliano of the School Committee reviewed the general process that has been underway to work with representatives of the Town Council, School Committee and Building

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Committee to develop a mutually satisfactory set of guidelines for the administration of the

projects.

- **Jon Winikur reviewed and summarized the current thoughts utilized in the development of this Charge document. To assist in the understanding of the roles and responsibilities for the various parties involved, a 'Project Administration Matrix' (attached) was developed. The roles, general responsibilities, and authority over the projects for the Superintendant/ Business, Building Committee, School Committee, and Town Council is summarized in this document.**

- **The BC responded favorably to the revisions to this Charge statement.**

Middle School Plan Review

- **Ed Frenette presented the current floor plans for the middle school project. The current Cole floor plans depicted the changes requested by faculty and staff from the meetings held in**

January and included detailed room layouts with furnishings.

- **A packet of individual sheets for all teaching rooms and offices was circulated. The sheets showed the furniture discussed in meetings with the faculty and staff along with providing the individual room sizes.**

- **The general strategy employed in the design of appropriately sizing**

spaces such as Music and Band, and making support spaces more multi-functional has allowed the building to better accommodate storage, circulation, and flexibility for teaching methods while also increasing overall efficiency.

- Ed Frenette stated that the current Cole square footage is within the 106,000 requested by the BC.

- Security considerations were discussed including how it is anticipated that each grade will move throughout the day within the building and to the pick-up/drop-off areas and public use logistics.

- Several members of the committee requested that the site and traffic flow drawings be discussed in the next meeting.

High School Plan Review

- Ed Frenette presented the current floor plans for the high school project. The floor plans showed the revisions discussed with the faculty and staff from the meetings held throughout January.

- A packet of individual sheets for all teaching rooms and offices was circulated. The sheets showed the furniture discussed in meetings with the faculty and staff

along with providing the individual room sizes.

- The new entry/ lobby and administration layout was discussed in detail. The discussion revolved around the finishes, circulation, and elevation changes within the lobby area.
- The review of the new Science Rooms included the layout of each room and the potential class sizes due to the scheduling change. It was agreed that discussions with Nick Rath were needed to confirm class sizes in the sciences to be sure these rooms could accommodate the appropriate number of students anticipated.
- UPDATE: Mr. Winikur had several discussions with Mr. Rath on the subject of room size and Mr. Rath felt strongly that the new scheduling system will actually reduce the number of students per classroom due to the addition of one teaching period for each of the science faculty. In addition, the room layouts are now quite generous given extra space between lines of desks. The current arrangement in the same exact spaces can accommodate an extra row of seats providing added flexibility should class size increase significantly.

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- **Concern was raised as to how the Fields Project and Science Additions will be coordinated with respect to construction activities. Coordination will be required and it will be addressed in the next few months. Additionally, construction at the main entry will require careful planning and communication to ensure student and faculty safety during this time.**

Additional Highlights

- **The original agenda for the meeting included discussion related to the sustainable building practices included within the projects. As most are aware a great deal of work has gone into the planning of sustainable features, particularly for the new middle school.**
- **The school district has applied for incremental 3% reimbursement from RIDE for this project mandating a very aggressive 'green' building plan which the project currently anticipates.**
- **Mr. Pimental briefly discussed with the group his knowledge regarding current rebate opportunities available through the EDC for up to \$500,000. He will pass along the information gathered.**
- **The subject of sustainable building practices will be continued at**

our next scheduled meeting

when Mr. Yoder, the chair of the sub-committee on this topic, is able to attend and there is

sufficient time for full discuss of the subject matter.

- **Additionally, a request was made to update the project information on the web. Mr. Meyers**

and Ms. Guliano stated that they would look into the appropriate location to publish available

information.

Proposed Next Meetings Dates

- **The following meetings dates were proposed March 4, April 1, May 11, June 8, July 13 and**

August 10.

Next Steps

- **Several specific next steps were described in anticipation of our next committee meeting on**

March 4th including:

- o **Further review of the design documents for the Middle and High School**

- o **Discussion on NE CHPS, energy efficiency**

- o **Financial process discussion and review with School Department, Town Officials and**

RIDE

- o **Status of RIDE and Town Schematic Design submission review**

East Greenwich Public Schools Revised Feb. 11, 2009

School Capital Improvement Program: Project Administration Matrix

**Superintendent/Business Manager Building Committee School
Committee Town Council**

Summary of Role

**Daily Project Management Oversight Authority of Projects on behalf
of**

Schools, Town and RIDE

Contractual & Financial Oversight of Projects with

Guidance from Building Committee Regular Progress Report Updates

General Responsibilities

*** Identification of school needs & priorities * Overall improvement
program development &**

communications * Assignment of representation per RIDE regulations

**to Building Committee * Assignment of representation per RIDE
regulations**

to Building Committee

*** Liaison to RIDE * Legal oversight authority to RIDE * Regular
updates from BC on project progress**

**and financial status * Regular updates from BC on project progress
and financial status**

*** Recommendations regarding design and**

**contracting processes * Approval of design and contracting
processes * Review of BC recommendations & direction**

*** Coordination of consultants * Selection & recommendations of
consultants**

*** Management of all contracts * Oversight of contracts**

*** Financial report development * Oversight of project finances**

*** Status report development * Communications to SC and TC**

*** Schedule management**

*** Coordination of Town approvals, boards and inspectors**

*** General communications to Town and Schools**

Authority Over Projects

*** Direct oversight over all consultants & contractors * Approval of program priorities, project scopes &**

strategies * Final approval on project strategies & overall

budgets * Approval of reallocation of budgets beyond approved

*** Management of project finances within**

approved overall budgets * Approval of design and contracting processes * Binding authority for all contracts

*** Approval of construction change orders under**

\$250,000 * Approval of project spending strategies * Approval of reallocation of budgets beyond

approved

*** Approval of design * Approval of schedules and sequencing plans ***

Approval of construction change orders over

\$250,000

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2/11/2009

Responsibility Matrix